

Transportation Advisory Board

Maricopa County Department of Transportation

BYLAWS

June 2002

ARTICLE I

Name

- Section 1. The name of this organization shall be the Maricopa County Department of Transportation Advisory Board, hereinafter referred to as the Transportation Advisory Board or TAB.

ARTICLE II

Functions, Duties, and Responsibilities

- Section 1. TAB shall act as a recommending body to the Maricopa County Board of Supervisors on transportation planning, construction, and maintenance issues, including surface transportation, roads of regional, primary, and secondary significance, aviation, bicycle, transit, multi-modal, alternatives to transportation, and rideshare matters. TAB may support excellence in regional planning and promote cooperative efforts to resolve rural and urban transportation issues.
- Section 2. TAB shall assist in developing and maintaining public understanding and support of Maricopa County transportation programs, including communicating with and obtaining input from constituent groups, elected and appointed officials, and other members of the public.
- Section 3. TAB in accordance with its mission statement shall annually review and recommend the following programs to the Board of Supervisors for approval:
- MCDOT Five- year Transportation Improvement Program
 - Small Cities Transportation Assistance Program (SCTAP)
 - TAB special Project Fund
- Section 4. TAB may ensure continuing interface, coordination, and cooperation with various national, state, and local governmental and non-governmental agencies, relating to potential multi-jurisdictional/multi-purpose projects, as well as other Maricopa County transportation matters.
- Section 5. TAB may recommend legislative changes as appropriate.
- Section 6. TAB may, within its power, recommend policy for the operation of the County transportation facilities.
- Section 7. TAB shall review, advise and recommend criteria for the acceptance, operation, and maintenance of County transportation facilities.

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Section 8. TAB may annually review and comment on the Maricopa County Department of Transportation (MCDOT) annual budget.

Section 9. TAB may seek and provide support for all available funding sources for functions consistent with its mission, duties, and functions, as well as the mission, duties, and functions of MCDOT.

ARTICLE III

Membership

Section 1. TAB shall consist of five members appointed by the Board of Supervisors, one from each supervisory district as recommended by the Supervisor of that district.

Section 2. Members shall serve for a term of three (3) years. Terms shall be staggered to ensure consistency and continuity of TAB action.

Section 3. Staff shall notify the TAB member, corresponding member(s) of the Board of Supervisors, and TAB chair when a TAB member has three (3) unexcused absences or a total of four absences (excused or not excused) at regular meetings in any consecutive twelve (12) month period. An unexcused absence is defined as an absence not arranged with staff at least two weeks prior to the meeting.

ARTICLE IV

Officers and Duties

Section 1. TAB Officers

- A. Officers of TAB shall be the Chair and Vice-Chair.
- B. Officers shall be elected to serve a one-year (1) term.

Section 2. TAB Officer Duties

- A. The TAB Chair shall:
 - 1. Review and approve agendas
 - 2. Appoint the chair of all committees.
 - 3. Be an ex-officio member of all committees.
 - 4. Represent the TAB at various meetings and activities.
 - 5. Rule on all procedural questions.
 - 6. The Chair may participate in the voting process, and may participate in discussion of matters.

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7. The Chair may limit the number of people permitted to speak on any matter before TAB and may limit the time allotted to each speaker provided that such procedure shall nonetheless result in a full hearing of all relevant issues.

B. The TAB Vice-Chair shall:

1. Act in the absence of the Chair.
2. Perform other duties as assigned by the Chair.
3. Annually review the Bylaws and make recommendations for revisions as needed.

Section 3. Election of TAB Officers:

- A. The Chair and Vice-Chair shall be elected at the May meeting.
- B. Persons receiving the majority of votes shall be elected.
- C. Vacant offices may be filled when needed by election at a regular or special meeting.

ARTICLE V

Meetings

Section 1. Regular meetings of TAB shall be held the third Tuesday of alternate months beginning in January of each year at a time and location posted in accordance with the Arizona Open Meeting Law. Generally, regular meetings are scheduled for 9:00 am. Special meetings and or Study sessions may precede or follow regularly scheduled TAB meetings or may be scheduled at the discretion of the Board. Advanced communication technologies like teleconferencing may be implemented as long as the public need and benefit are promoted through their use. The notice and the agenda of a teleconferencing meeting should state that one or more members of the public body would participate by telephonic or video communications. The minutes of the meeting should identify the members participating by telephonic or video communications and describe the procedures followed to provide the public with access to all communications during the meeting.

Section 2. All meetings of the TAB are open to the public with the exception of Executive Sessions, which are intended to provide legal counsel to TAB. Posting for Executive Sessions must provide the public with information about the topic of the Executive Session, but need not reveal information that would defeat the purpose of the Executive Session.

Section 3. Special TAB meetings may be scheduled as needed at the call of the Chair or upon the written or oral request of at least three (3) members. All members shall receive due notification at least 24 hours prior to any special meeting.

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- Section 4. A schedule of TAB meetings will be appropriately displayed in the Department of Transportation offices.
- Section 5. Advance notice of TAB meetings will be posted in compliance with all applicable regulations.
- Section 6. Any TAB member may place an item on a future agenda according to the agenda schedule prepared by staff. Excluding Holidays and weekends the agenda may be amended twenty-four hours prior to the meeting.
- Section 7. TAB meeting agendas and supportive material will be delivered to all members at least five (5) business days prior to regularly scheduled meetings. Delivery may be accomplished via U.S. Mail, E-mail, or hand delivery.
- Section 8. TAB regular meetings shall be conducted in accordance with Robert=s Rules of Order. In any case where there is a conflict between these Bylaws and Robert=s Rules of Order, these Bylaws shall control.
- Section 9. In the case of teleconferencing or meetings held through remote communication technologies, board members may participate in discussion and cast votes. Their participation must **BE** approved by the quorum at the start of the meeting and all votes must be taken by roll call.
- Section 10. Minutes may be taken in writing or may be recorded by a tape recorder or video tape Recorder. Minutes will be available for public inspection three working days after the Meeting, and marked draft until officially approved.

ARTICLE VI

Committees

At the discretion of the Chair, committees may be established as needed.

ARTICLE VII

Amendment of Bylaws

- Section 1. Formal amendments to the TAB Bylaws may **BE RECOMMENDED TO THE BOARD OF SUPERVISORS** at any official meeting, providing a notification of such action and changes proposed have been made at least two (2) weeks prior to the meeting.

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Section 2. Amendments to the Bylaws shall be RECOMMENDED by a quorum **AND FORWARDED TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL.**

ARTICLE VIII

Conflict of Interest

1. Any TAB member who has a substantial conflict of interest in the outcome of any matter brought before TAB (as defined in A.R.S. Sections ' 38-502 through ' 38-505 and/or ' 38-509) shall make that interest known and the minutes of that meeting shall record that the member made such fact known. The member shall refrain from voting and in anyway participating in that matter.